

**The U.S. Embassy in Kuwait is seeking a Cook
to work at the residence of the Deputy Chief of Mission**

Job Description

Candidate provides services as a Cook and such other reasonable and normal duties as may be prescribed by the Employer or his designee, including meal preparation, shopping, serving guests and assisting other staff as necessary.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of high school education or its equivalent.
2. Two years of experience as a Cook or Cook Assistant for a large family or company.
3. Level III (Good working knowledge) Reading/Writing/Speaking English, or Arabic or French. Language skills will be tested.
4. Thorough knowledge of standards for food preparation and cleanliness, food handling, serving, sanitation, and health and safety procedures while operating kitchen appliances. Knowledge of nutrition, slicing and dicing methods for various kinds of meats and vegetables, and basic cooking methods, such as baking, broiling, and grilling.
5. Maintain appropriate inventory of food and supplies.
6. Must be efficient, quick, and work well as part of a team. Manual dexterity and creativity for cutting, chopping, and plating with a keen sense of taste and smell.
7. Personal cleanliness is essential.
8. Selected candidate will be required to undergo a medical test.

Candidates must have a transferable residence in Kuwait.

NOTE: Only qualified applicants will be called for a test/interview.

TO APPLY

Interested applicants for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's website:
<http://kuwait.usembassy.gov> **OR**

2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174) (see Appendix B); **OR**
3. A combination of both (i.e., Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **AND**
4. Copy of high school certificate; **AND**
5. Copy of the Civil ID and passport (including the residence permit page).

CLOSING DATE FOR THIS POSITION: OPEN UNTIL FILLED

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

OR

Email the application to: HROKuwait@state.gov

NOTE: Incomplete or late applications will not be considered.